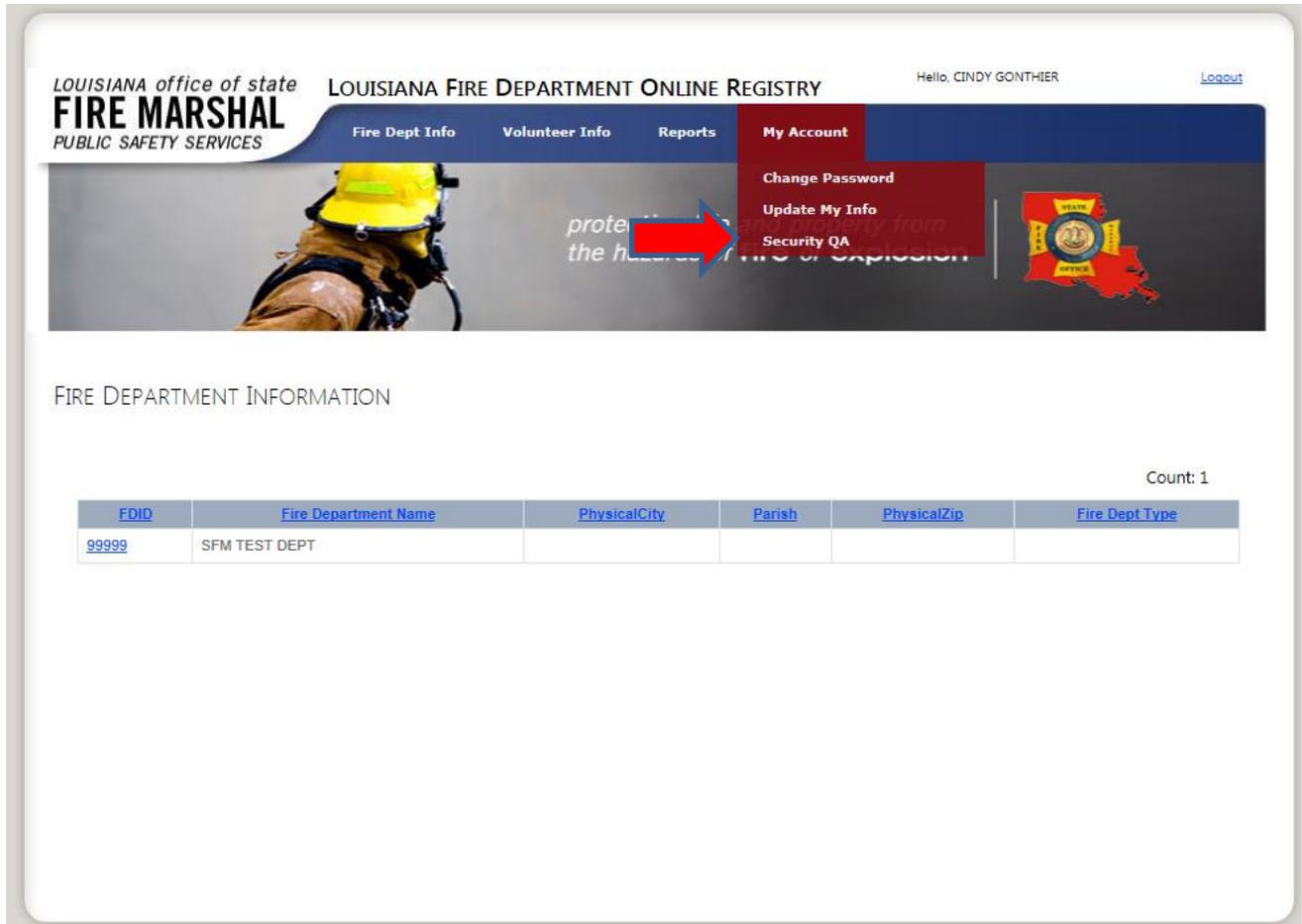


The Louisiana Fire Department Online Registry Fire Department Administrator Instructions

Once you have logged in, you will come to this page:



LOUISIANA office of state
FIRE MARSHAL
PUBLIC SAFETY SERVICES

LOUISIANA FIRE DEPARTMENT ONLINE REGISTRY

Hello, CINDY GONTHIER [Logout](#)

Fire Dept Info Volunteer Info Reports **My Account**

Change Password
Update My Info
Security QA

protect the home from fire or explosion

FIRE DEPARTMENT INFORMATION

Count: 1

FDID	Fire Department Name	PhysicalCity	Parish	PhysicalZip	Fire Dept Type
99999	SFM TEST DEPT				

First things first, go the “My Account” and complete/update the Security Q&A. Should you forget your password, this will allow you to reset your password through the system. **Please write down your questions and your answers.**

Next, click on your FDID number to open the window to the Fire Department Contact Information page.

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the hazards of fire or explosion

FIRE DEPARTMENT CONTACT INFORMATION

FD Contact Information Personnel Characteristics Apparatus Volunteer Roster

*FDID 99999

*Fire Department Name SFM TEST DEPT

*Parish

*Physical Address

*Physical City

*Physical Zip

*Mailing Address

*Mailing City:

*Mailing Zip:

Emergency Dispatch Phone(Include area code)

Complete as much information as applicable. Please note that only those fields marked with a red asterisk (*) will appear in the Louisiana Fire Department Directory. All other information is maintained for emergency services purposes and not made public.

Once you have completed the Fire Department Contact information, continue updating your fire department information by clicking on the Personnel Characteristics button. The data collected here will aid in providing statistics for grants and reporting, as well as information for emergency response.

! Counts should include totals for the entire agency. Some persons may be counted more than once depending on their assigned duties or job descriptions.

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FIRE DEPARTMENT PERSONNEL CHARACTERISTICS

FD Contact Information Personnel Characteristics Apparatus Volunteer Roster

FDID	<input type="text" value="99999"/>
Total Fire Fighters	<input type="text"/>
Total Fire Fighters that are Certified	<input type="text"/>
Total Career Fire Fighters	<input type="text"/>
Total Volunteer Fire Fighters	<input type="text"/>
Total Drivers/Operators	<input type="text"/>
Total HazMat Technicians	<input type="text"/>
Total Medical First Responders	<input type="text"/>
Total EMT's	<input type="text"/>
Total Paramedics	<input type="text"/>

Next, is Apparatus.

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LOUISIANA FIRE DEPARTMENT ONLINE REGISTRY

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DEPARTMENT APPARATUS

FD Contact Information	Personnel Characteristics	Apparatus	Volunteer Roster
Engine, Pumper 1000 gpm or more	0	Aerial, Ladder 75ft or more(Quint)	0
Engine, Pumper Less than 1000 gpm	0	Aerial, Platform 75ft or more(Quint)	0
Water Tender, Tanker I 2000 Gallons or more 300 gpm or more pump	0	Brush Truck 100 Gal. Tank or more 15gpm or more pump	0
Water Tender, Tanker II 1500 Gallons or less 300 gpm or more pump	0	Boat, Watercraft Water Rescue	0
Portable Pump Trailer 500 gpm or more	0	Portable Cascade Trailer Breathing Air	0
Foam Tender 250 Gallons or more	0	Fuel Tender 1000 Gallons or more Gas	0
Ambulance, ALS	0	Fuel Tender 1000 Gallons or More Diesel	0
Ambulance, BLS	0	Light Rescue Unit	0
Haz-Mat Unit With team	0	Heavy Rescue Unit	0
Crew Transport Unit 12 to 15 seats	0	Mobil Command Unit	0

As with the Personnel Characteristics, the data collected here will aid in providing statistics for grants and reporting, as well as information for emergency response.

The counts provided here represent the entire department.

If your department includes volunteer fire fighters, it is imperative that you input your volunteer roster into the LA FD Online Registry in order to qualify for the state sponsored volunteer fire fighter insurance benefits. (refer to the OSFM website for details: http://sfm.dps.louisiana.gov/fi-fd_fire_service_benefits.htm)

Click on either the Volunteer Roster Button or Volunteer Info link

LOUISIANA office of state FIRE MARSHAL PUBLIC SAFETY SERVICES

LOUISIANA FIRE DEPARTMENT ONLINE REGISTRY

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Fire Dept Info Volunteer Info Reports My Account

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DEPARTMENT APPARATUS

FD Contact Information	Personnel Characteristics	Apparatus	Volunteer Roster
Engine, Pumper 1000 gpm or more	0	Aerial, Ladder 75ft or more(Quint)	0
Engine, Pumper Less than 1000 gpm	0	Aerial, Platform 75ft or more(Quint)	0
Water Tender, Tanker I 2000 Gallons or more	0	Brush Truck 100 Gal. Tank or more	0

Select "Add Volunteer" to begin populating your roster.

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LOUISIANA FIRE DEPARTMENT ONLINE REGISTRY

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Fire Dept Info Volunteer Info Reports My Account

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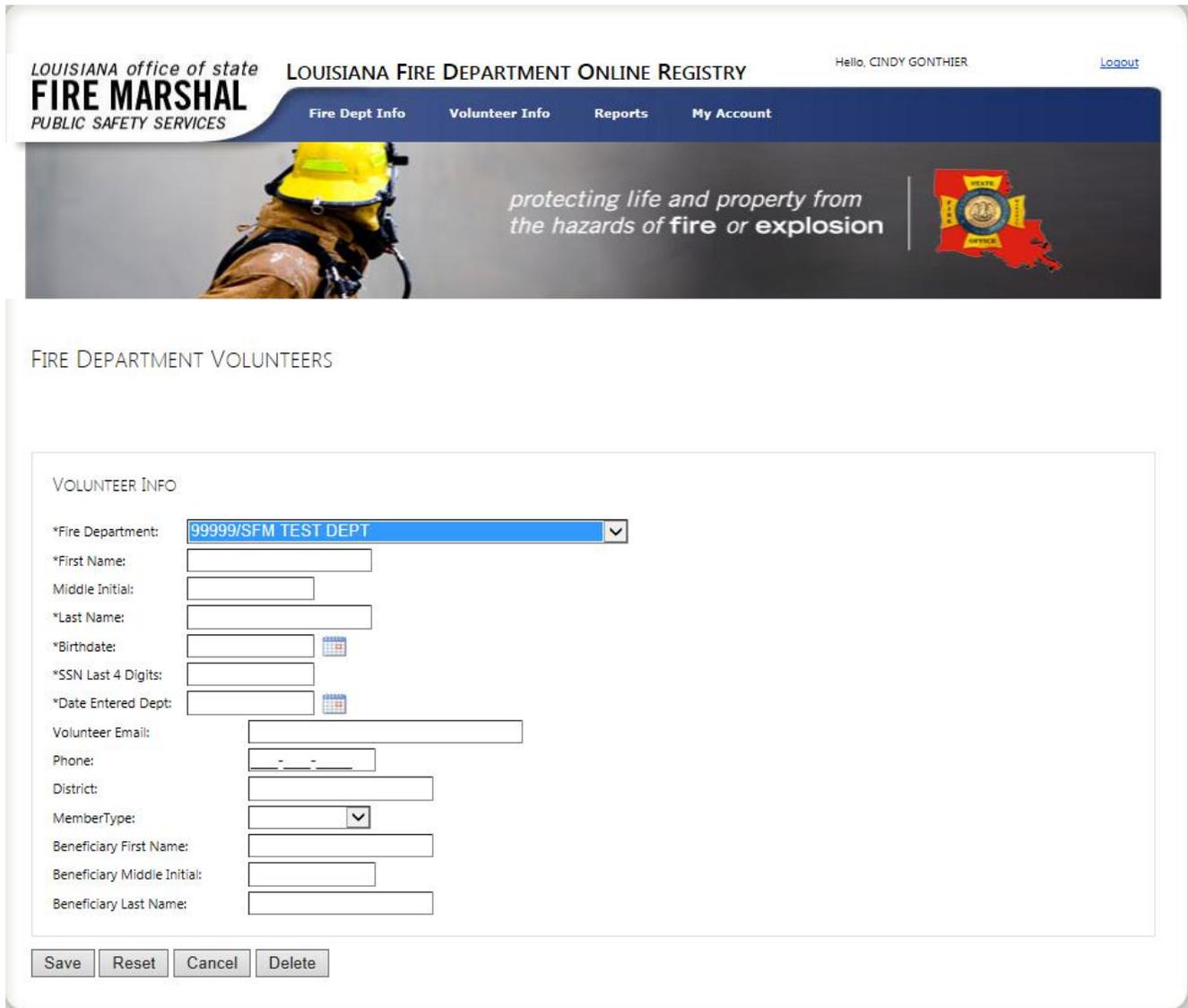
FIRE DEPARTMENT VOLUNTEERS

Fire Department Last Name First Name SSN Last 4 digits Deleted

Search Get All Records Add New Volunteer

No Records Found

Click the drop down key in the Fire Department window to select your fire department. Fields marked with an asterisk are required per the insurance carrier.



The screenshot shows the Louisiana Fire Department Online Registry website. The header includes the Louisiana Office of State Fire Marshal logo, the text "LOUISIANA FIRE DEPARTMENT ONLINE REGISTRY", and a user greeting "Hello, CINDY GONTHIER" with a "Logout" link. A navigation menu contains "Fire Dept Info", "Volunteer Info", "Reports", and "My Account". A banner image features a firefighter's helmet and the slogan "protecting life and property from the hazards of fire or explosion" next to the state of Louisiana. Below the banner, the "FIRE DEPARTMENT VOLUNTEERS" section is active, displaying a "VOLUNTEER INFO" form. The form includes a dropdown menu for "Fire Department" (selected as "99999/SFM TEST DEPT"), and text input fields for "First Name", "Middle Initial", "Last Name", "Birthdate", "SSN Last 4 Digits", "Date Entered Dept", "Volunteer Email", "Phone", "District", "MemberType", "Beneficiary First Name", "Beneficiary Middle Initial", and "Beneficiary Last Name". Asterisks indicate required fields. At the bottom of the form are "Save", "Reset", "Cancel", and "Delete" buttons.

Once you have entered the volunteer information, click "Save".

This will return you to the Volunteer Info window, where you will repeat the procedure for each volunteer.

Use of this application replaces sending printed rosters to the OSFM office. However, if you would like to print a copy of your roster, you may do so by clicking on "Reports"

Use the drop down key to select your department and then click "Get Report".

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FIRE DEPARTMENT REGISTRATION REPORT

*Fire Department: 99999/SFM TEST DEPT

Get Report

This report may be exported in a variety of formats as suits your needs.

FIRE DEPARTMENT REGISTRATION REPORT

*Fire Department: 99999/SFM TEST DEPT

Get Report

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PUBLIC SAFETY SERVICES

of State Fire Marshal
Independence Boulevard
Bogalusa, Louisiana 70806
800-256-5452 Fax: 225-925-4241

Fire Department Name	FDID	Roster Last Updated			
SFM TEST DEPT	99999	04/12/2013			
Physical Address		Parish			
LA					
FD Telephone Number	FD Fax Number	Fire Department Chief's Email Address			
Fire Department Chief's name		Fire Department Chief's Signature			
Volunteer Name	Date of Birth	Date Entered Dept.	Member Type	Last 4 Digits of SSN	Beneficiary
1. DODGER, ROGER	01/01/1991	01/01/2010		1234	